



**STATE OF WASHINGTON**  
**DEPARTMENT OF FINANCIAL INSTITUTIONS**  
**DIVISION OF CONSUMER SERVICES**

P.O. Box 41200 • Olympia, Washington 98504-1200

Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • [www.dfi.wa.gov](http://www.dfi.wa.gov)

January 22, 2009

**TO:** Consumer Loan Licensees

**RE:** 2008 Annual Reporting and Assessment filing due Monday, March 2, 2009

Dear Licensee:

Enclosed are blank copies of the following two required reports for Consumer Loan Act Licensees:

- 2008 Annual Assessment Report (AAR)
- 2008 Consolidated Annual Report (CAR)

**What if I did not do any business in Washington during the 2008 calendar year?**

Consumer Loan Licensees must file both the CAR and the AAR even if they did NO business in Washington State during 2008. Both the CAR and AAR must be filed, even if no annual assessment fee is due.

**What constitutes a complete and timely filing?**

DFI must receive the following required items by Monday, March 2, 2009:

- Completed 2008 AAR signed by executive of company and notarized
- Completed 2008 CAR signed by executive of company and notarized
- Check made payable to the "Washington State Treasurer," for entire amount of assessment fee due
- Supporting Loan Lists that are labeled, totaled, and formatted per the instructions

In addition to the items above, you must also file your 2008 financial statements via the NMLS no later than March 31, 2009. Financial statements must be prepared in accordance with GAAP and contain both a balance sheet and income statement. Please visit our website for further information about the NMLS.

<http://dfi.wa.gov/cs/nmls.htm>

**What if I fail to deliver my complete filing by the March 2, 2009, deadline?**

Assessment filings, including all the required items detailed above, received after Monday, March 2, 2009, will be assessed a late penalty of \$50 per report for each day of delay. For example, if you deliver both your CAR and AAR late, you will incur a late penalty of \$100 per day late. Please include a second payment check made payable to the "Washington State Treasurer" for the entire amount of the late penalty.

**What transactions do I include on the Consumer Loan Act (CLA) annual assessment?**

The CLA annual assessment includes all mortgage and non-mortgage loans:

- Brokered by the Licensee, regardless of the interest rate, or lien position
- Made by the Licensee, regardless of the interest rate, or lien position
- Purchased by the Licensee
- Held in the Licensee's portfolio at calendar-year end

**How must I deliver my loan lists and other supporting documentation?**

You must take adequate steps to ensure secure transmission of your supporting documentation by:

- Removing all non-public and sensitive borrower information
- Encrypting electronic records

\*DFI uses ZixMail for secure email transmissions. Please Contact Rick St. Onge at [rstonge@dfi.wa.gov](mailto:rstonge@dfi.wa.gov) to arrange for a secure email communication.

**How must I format my loan lists?**

Deliver loan lists in an electronic format compatible with Microsoft Excel. Label each supporting loan list with the specific AAR or CAR line item(s) it supports. Generally, each supporting loan list should include the following ten data fields:

1. Loan or Account Number
2. Funded Loan Amount
3. Brokered/Funded/Purchased Date
4. APR/Interest Rate
5. Lien Position (mortgage loans)
6. Type of collateral (real estate, personal property, etc)
7. Principal Loan Amount at payoff/sale/end-of-year date, when applicable
8. Payoff/Sale Date
9. Total Number of Accounts
10. Total Dollar Volume of Accounts

**What if I received this packet and am not the proper contact person to complete this request?**

- Immediately forward the packet to those responsible for annual assessment reporting
- Notify DFI in writing to update the compliance contact person on record [dcsc@dfi.wa.gov](mailto:dcsc@dfi.wa.gov)

**Where do I deliver my completed 2008 Consumer Loan Annual Assessment Report and Consolidated Annual Report?**

Mail your completed report to one of the following addresses:

Via US Postal Service:

Department of Financial Institutions  
Division of Consumer Services  
PO BOX 41200  
Olympia, WA 98504-1200

Via Other Couriers:

Department of Financial Institutions  
Division of Consumer Services  
150 Israel RD SW  
Tumwater, WA 98501

Thank you for responding promptly. If you have questions or need assistance, please contact:

Richard (Rick) St. Onge  
Financial Examiner Supervisor  
Phone: 360-902-8727  
Email: [rstonge@dfi.wa.gov](mailto:rstonge@dfi.wa.gov)

Enclosures: Blank AAR  
Blank CAR

## 2008 WASHINGTON STATE CONSUMER LOAN ANNUAL ASSESSMENT REPORT (AAR)

Name of company as licensed in Washington: \_\_\_\_\_

Main Office Address: \_\_\_\_\_

WA File Number: \_\_\_\_\_ Number of locations holding WA licenses during 2008: \_\_\_\_\_

**Report Due to DFI: March 2, 2009      Annual Report for Business conducted through December 31, 2008**

### **A complete filing includes the following:**

DFI must receive the following required items by Monday, March 2, 2009:

- Completed 2008 AAR signed by executive of company and notarized
- Completed 2008 CAR signed by executive of company and notarized
- Check made payable to the "Washington State Treasurer," for entire amount of assessment fee due
- Supporting Loan Lists that are labeled, totaled, and formatted per the instructions

In addition, you must also file GAAP financial statements via the NMLS no later than March 31, 2009

<b>2008 WASHINGTON STATE CONSUMER LOAN ACTIVITY</b> <b>(ANSWER EVERY QUESTION OR WRITE IN "NONE")</b> <b>Report All Loans Brokered, Made, And Purchased: Regardless Of</b> <b>Interest Rate Or Lien Position</b>		<b>Number of</b> <b>Loans</b>	<b>Dollar Volume</b>
<b>MORTGAGE ACTIVITY: ASSESSMENT</b>			
<b>1</b>	Enter the total principal balance of WA mortgage loans in the Licensee's portfolio at the prior-year end <b>December 31, 2007</b> .		
<b>2a</b>	Enter the total principal amount of all WA mortgage loans brokered by the Licensee <b>during 2008</b> .		
<b>2b</b>	Enter the total principal amount of all WA mortgage loans the Licensee made <b>during 2008</b> . (Do not include canceled loans that did not fund)		
<b>2c</b>	Enter the total principal amount of all WA mortgage loans the Licensee purchased <b>during 2008</b> . Include Table-Funded and Secondary Market transactions.		
<b>2d</b>	Subtotal: Add <b>lines 1 through 2c</b> . <b>Enter this amount on line 5 on the next page.</b>		

## 2008 WASHINGTON STATE CONSUMER LOAN ANNUAL ASSESSMENT REPORT (AAR)

NON-MORTGAGE ACTIVITY: ASSESSMENT			
3	Enter the total principal balance of WA non-mortgage loans in the Licensee's portfolio at the prior-year end <b>December 31, 2007</b> .		
4a	Enter the total principal amount of all WA non-mortgage loans brokered by the Licensee <b>during 2008</b> . (This is a rare activity in the industry)		
4b	Enter the total principal amount of all WA non-mortgage loans the Licensee made <b>during 2008</b> . (Do not include canceled loans)		
4c	Enter the total principal amount of all WA non-mortgage loans the Licensee purchased <b>during 2008</b> . Include Table-Funded and Secondary Market transactions.		
4d	Subtotal: Add <b>lines 3 through 4c</b> . <b>Enter this amount on line 6 below.</b>		
ASSESSMENT FEE CALCULATION			Dollar Volume
5	Enter the total dollar volume from 2d here.		
6	Enter the total dollar volume from 4d here.		
7	Adjusted total loan value: Add lines 5 and 6.		
8	Assessment fee: multiply line 7 by .000180271 (round to the nearest cent) enter the result here. <b>Pay this amount. Make checks payable to the "Washington State Treasurer."</b>		

## 2008 WASHINGTON STATE CONSUMER LOAN CONSOLIDATED ANNUAL REPORT (CAR)

Name of company as licensed in Washington: \_\_\_\_\_

**Report Due:** March 2, 2009

**Assessment for Business** conducted through December 31, 2008

2008 WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE")		Number of Loans	Dollar Volume
<b>1</b>	Enter the total principal balance of WA mortgage loans in the licensee's portfolio at year-end <b>December 31, 2008</b> .		
<b>2</b>	Enter the total principal balance of WA non-mortgage loans in the Licensee's portfolio at year end <b>December 31, 2008</b> .		
<b>3</b>	Washington mortgage loans that foreclosed <b>during 2008</b> .		
<b>4</b>	Washington mortgage loans contractually delinquent 60 days or more <b>at the end of 2008</b> .		
<b>5</b>	For all loans that you own, enter the following information as of <b>December 31, 2008</b> :		
	5a. Interest Only Adjustable Rate Mortgages (ARMs)		
	5b. Payment Option ARMs		
	5c. Other first lien loans that permit negative amortization		
	5d. Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or "teaser" rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)		
	5e. Balloon Payment Loans		

**AFFIDAVIT FOR 2008 CONSUMER LOAN ANNUAL ASSESSMENT REPORT AND CONSOLIDATED ANNUAL REPORT**

(Please print clearly)

**AFFIDAVIT OF PREPARER:**

I hereby certify and swear (or affirm) under penalty of perjury that I have examined the information contained in this Annual Assessment Report (AAR), Consolidated Annual Report (CAR), and attached supporting documentation (including any accompanying schedules and statements – if any), and the reported information is correct and complete in accordance with the law, and further acknowledge that there are no misrepresentations or omissions of material facts.

Prepared By: \_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Typed or printed name of preparer* *Title*

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**AFFIDAVIT OF COMPANY OFFICIAL:**

I, \_\_\_\_\_ the undersigned being the \_\_\_\_\_  
*Type or Print Name of Company Official* *Title of Company Official*

of \_\_\_\_\_, a Washington licensed Consumer Loan Company,  
*Print Company Name as Licensed*

hereby certify and swear (or affirm) under penalty of perjury that I have examined the information contained in this Annual Assessment Report (AAR), Consolidated Annual Report (CAR), and attached supporting documentation (including any accompanying schedules and statements – if any), and the reported information is correct and complete in accordance with the law, and further acknowledge that there are no misrepresentations or omissions of material facts.

\_\_\_\_\_  
*Signature of Company Official*

**NOTARY:**

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and

I hereby certify that I am not an officer or director of this company. \_\_\_\_\_  
*Signature of Notary Public*

Notary Public in and for the:

notary seal here

State of \_\_\_\_\_

County of \_\_\_\_\_

My appointment expires: \_\_\_\_\_